

EVACUATION & FIRE SAFETY PLAN CHECKLIST

The following Evacuation & Fire Safety Checklist is an educational tool to assist businesses of all types in the development of their plans. This is a very general checklist so please make sure you consider anything that is unique to your place of business that needs to be included.

FIRE EVACUATION PLANS SHALL CONTAIN:

- ☐ Business Name
- ☐ Owner Contact Information (include address, phone and email)
- ☐ Emergency contact information for key personnel (include name, title, phone and email)
- ☐ Owners agent contact information (include name, title, phone and email)
- Building Information
 - ☐ Occupancy classification
 - ☐ Total square feet
 - ☐ Number of occupied floors above grade
 - ☐ Number of occupied floors below grade
- ☐ Emergency egress or escape routes. If it is approved that not all floors must evacuate, instructions on selected floors or areas to evacuate
- ☐ Procedures for employees who must remain to operate critical equipment before evacuating
- ☐ Procedures for assisted rescue of people who require special assistance
- ☐ Procedures for accounting for all employees and occupants after evacuation
- ☐ Identification and assignments for personnel responsible for rescue or first aid
- ☐ The main and any alternative means of notifying occupants of a fire or other emergency
- ☐ The main and any alternative means of reporting the fire to the fire department or other emergency organization
- ☐ Personnel who can be contacted for further information or explanation of this plan
- ☐ If your emergency system uses a preprogrammed voice message, include a description of the alert tone and recorded message

FIRE SAFETY PLANS SHALL CONTAIN:

- ☐ How to report a fire or other emergency
- ☐ How to notify, relocate or evacuate occupants, including those who need assistance

Site plans indicating the following

- ☐ Assembly point
- ☐ Fire hydrants
- ☐ Normal routes of fire department vehicle access
- ☐ Fire Department Connections
- ☐ Fire Lanes

Floor plans identifying the locations of the following

- ☐ Exits
- ☐ Primary evacuation routes
- ☐ Secondary evacuation routes
- ☐ Accessible egress routes
- ☐ Areas of refuge, if any
- ☐ Exterior areas for assisted rescue
- ☐ Smoke alarm locations
- ☐ Manual fire alarm pull station locations
- ☐ Portable fire extinguishers
- ☐ Fire alarm annunciators and controls
- ☐ List major fire hazards that are within the normal use of the occupants and employees, including related maintenance and housekeeping procedures
- ☐ Identification and assignment of people responsible for maintenance of systems and equipment installed to prevent or control fires

FIRE DEPARTMENT APPROVED LOCKDOWN PLANS

- ☐ Instructions for reporting an emergency that requires a lockdown and how to alert occupants. This should be distinctly different from the fire alarm signal.
- ☐ Accountability procedures for staff to report the presence or absence of occupants
- ☐ Signal to alert occupants to return to normal activity
- ☐ Two-way communication between a central location and each secured area
- ☐ Frequency of training (not to substitute for fire and evacuation drills)

For More Information:

**Colorado Springs Fire Department
Community Education & Outreach Unit
719-385-5950**